



Planning & Development
Department
**BOARD OF ADJUSTMENT
APPLICATION INSTRUCTIONS**



- **APPLICATION SUBMITTAL DEADLINE IS 12:00 NOON ON THE CLOSING DATE:**
- **IT IS RECOMMENDED THAT AN APPOINTMENT BE MADE PRIOR TO THE CLOSING DATE.**
(Please call 602-506-2364 to set up an appointment.)
- **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

INFORMATION REQUIRED FOR APPLICATION PACKAGE

1. **ONE (1) COPY OF THE APPLICATION** - The application consists of a cover sheet and the appropriate supplemental questionnaire(s) sheets (Variance, Interpretation/Appeal):
 - a) **The application is to be completed as follows: FILL OUT THE REQUEST SECTION.** The property's **recorded** legal description **must** be indicated on the application. All information **must** be **typed** or **printed legibly in black ink**. All attached required information is to be identified on the supplemental sheet and any other supporting information that would assist the Board of Adjustment in making their decision should be identified.
 - b) The application must be signed by the owner of the subject property as applicant, or the applicant must provide a letter of authorization from the owner at the time the application is submitted.
 - c) Two (2) copies of the property's most recently recorded deed is required to be attached. If the application is submitted for a **Variance for substandard lot area or width**, a copy of the first recorded instrument creating the parcel plus the previous recorded instrument must be submitted as part of the application. Copies of **patent or recorded easements** on the property must also be submitted, if applicable.
2. **SIX (6) COPIES (folded if 24" X 36") OF THE SITE/PLOT PLAN** of the property, **DRAWN TO SCALE**, indicating the following:
 - a) North arrow and scale (written and graphic to scale) shown on plan.
 - b) All property lines with dimensions shown.
 - c) Location and dimensions of all existing and proposed structures (including fences, signs and pools) from property lines and distance between structures.
 - d) Location and width of dedicated streets, recorded easements, and patent easements on or adjacent to property (include names of streets if applicable).

ALL STRUCTURES ON THE PROPERTY MUST BE SHOWN AND DIMENSIONED ON THE SITE/PLOT PLAN, EVEN IF THE STRUCTURE IS NOT A PART OF THE VARIANCE REQUESTED.
3. **TWO (2) COPIES (folded if 24" X 36") OF FLOOR PLAN AND ELEVATIONS** of all existing or proposed buildings or additions pertinent to the request. Include elevations of any other structures pertinent to the Variance (e.g., signs, fences, etc.). When the Variance is for lot coverage, a roof plan with exterior dimensions is also required.
4. Any site plan, floor plan and/or elevation submitted on a sheet size larger **than 8-1/2" x 11"** **must be accompanied by a REDUCED COPY 8 1/2" x 11"** of said plan. **NO plans drawn on a sheet size larger than 24" x 36" will be accepted.**

- All pictures are to be mounted on 8 ½" x 11" sheets. Each picture needs to be labeled indicating what direction the picture faces and in what location the picture is taken. A site plan or key map may also be used in conjunction with the pictures with notations showing what direction the picture faces and where it is taken.

Procedure for making application to the Board of Adjustment variances, interpretations and appeals as provided in the Maricopa County Zoning Ordinance (Chapter 3 Section 303):

- MARICOPA COUNTY DEPARTMENT OF PLANNING AND DEVELOPMENT**
411 North Central Avenue, 3rd Floor
Phoenix Arizona 85004-2191

- will then be issued, a case number assigned, and a **tentative hearing date** before the Board of Adjustment established.